

Tax Administration
815 Washington Street
Reading, PA 19601-3690

CITY AND SCHOOL DISTRICT OF READING
2007 EMERGENCY AND MUNICIPAL
SERVICES TAX



Phone: (610) 655-6336
TDD: (610) 655-6442
Fax: (610) 655-6242
E-mail: tax@readingpa.org

Name _____

Address _____

City, State, Zip _____

Account Number _____

1. ENTER NUMBER OF TAXABLE EMPLOYEES _____
2. GROSS AMOUNT OF TAX - MULTIPLY LINE 1 BY \$52.00 \$ _____
3. IF PAID BY APRIL 30, AMOUNT OF TAXED OWED TO CITY OF READING
- ENTER AMOUNT FROM LINE 2 \$ _____
4. IF PAID MAY 1 TO DECEMBER 31 OR AFTER FOUR MONTHS, PENALTY - MULTIPLY LINE 2 BY 10% \$ _____
5. INTEREST AT RATE OF 1% PER MONTH \$ _____
6. AMOUNT OF TAX, PENALTY AND INTEREST OWED TO CITY OF READING
- ADD LINES 2,4 AND 5 \$ _____

Date

Authorized Signature, Title

I certify that this return, including all accompanying forms, is true and correct to the best of my knowledge

THE CITY OF READING WILL NO LONGER PROVIDE COPY A, B AND C RECEIPTS FOR INDIVIDUALS. AN INDIVIDUAL EMPLOYEE MAY RECEIVE A RECEIPT, AS DOCUMENTATION FOR ANOTHER TAX COLLECTOR OR ADDITIONAL EMPLOYER, BY SENDING A REQUEST IN WRITING AND INCLUDING A SELF-ADDRESSED STAMPED ENVELOPE OR BY STOPPING BY THE TAX ADMINISTRATION DIVISION.

**A LIST OR PRINTOUT CONTAINING THE NAME AND SOCIAL SECURITY NUMBER OF EACH
EMPLOYEE MUST BE SUBMITTED WITH PAYMENT. SELF-EMPLOYED INDIVIDUALS MUST
INCLUDE THEIR SOCIAL SECURITY NUMBER TO INSURE PROPER CREDIT.**

PAY AT TAX ADMINISTRATION, CITY HALL OR MAKE CHECK PAYABLE TO CITY OF READING
AND MAIL TO TAX ADMINISTRATION 815 WASHINGTON ST, READING, PA 19601-3690.

Phone 610-655-6336 Fax 610-655-6242

You are entitled to receive a written explanation of your rights with regard to the audit, enforcement, refund and collection of local taxes collected by the City of Reading by calling the Tax Office at 610-655-6337 during the hours of 8:00 A.M and 4:00 P.M, Monday through Friday.